

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Records Aide</u>	Classification Code:	<u>TBD</u>
Salary Range:	<u>Gr. 4410 A \$30,752- \$33,361</u>	Reference Position Number:	<u>2735-10000- #XX</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>March 9 – 18, 2012</u>
Division/Section/Unit:	<u>District Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Any of Four Counties</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional & Technical Employees Union - Local 808</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

The primary responsibility for this position is to assist all divisions of the District Court with case record filing, retention and organization. Job assignments require preparation, lifting, transporting and relocation of case files, boxes, and court documentation for storage; may also be required to perform clerical work of a responsible nature under the supervision of the Supervising Clerk of any of the divisions of the District Court and related work as directed by the Chief Judge.

All job assignments may require lateral or below lateral responsibilities as provided by Article II, Section 2.1 and Article IV, Section 4 of the Judicial, Professional and Technical Employees Local Union 808 contract.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Experience such as may have been gained by employment in a position requiring minimal clerical work, organization, transportation and storage. Must be able to lift, bend and maneuver boxes, files and light equipment. Must have a valid driver's license and transportation; will be required to travel to all divisions of the District Court as directed by the Chief Judge or her designee.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

**Rhode Island District Court
Kevin M. Spina, Administrator
One Dorrance Plaza
Providence, RI 02903
FAX: 401-458-5230**

TDD#: 401-458-5275

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

CS-376 Rev. (2/05)